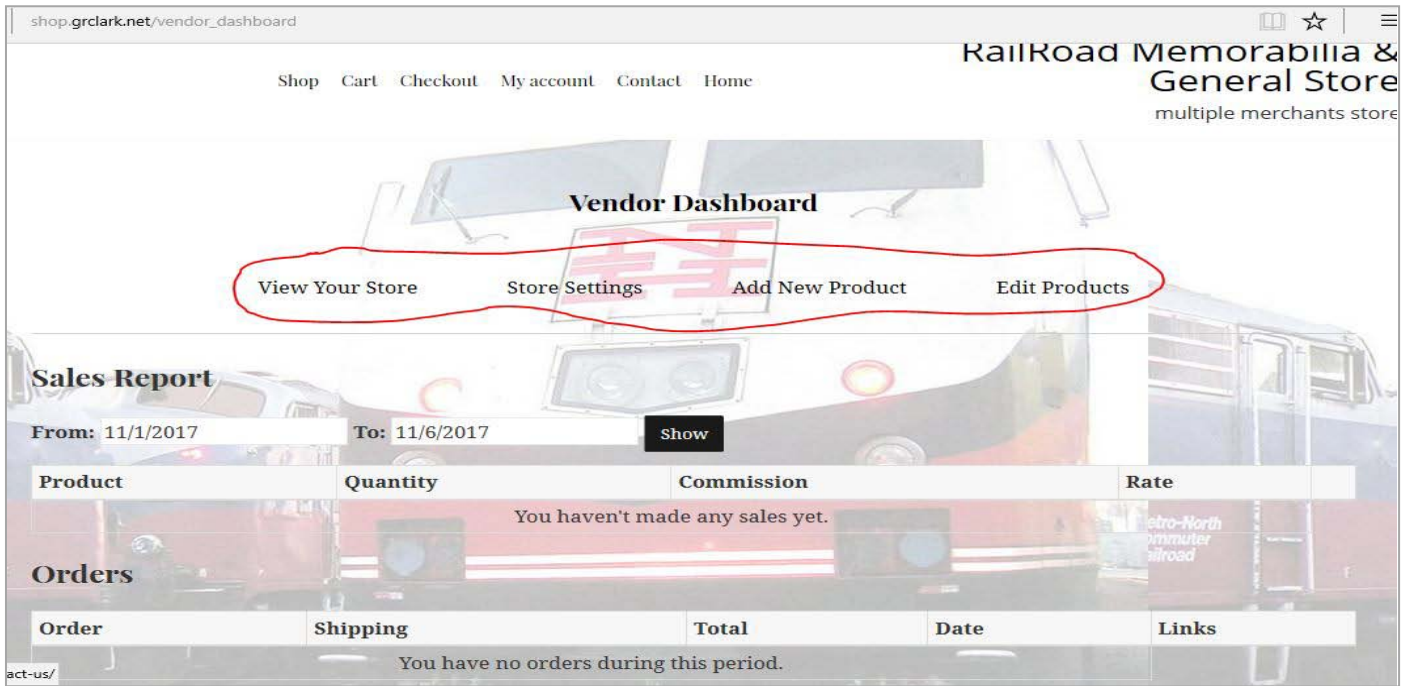


Adding products on shop.grclark.net once you are registered as a vendor.

Go to <http://shop.grclark.net> and you may login from “My Account” on the top menu.

Once logged in to “My account” - select the “Vendor Dashboard” at the bottom of the page.

On the Vendor Dashboard, you will first see the Sales Report page shown below: (*Links circled in red*)



“View Your Store” will show you all the products in your store.

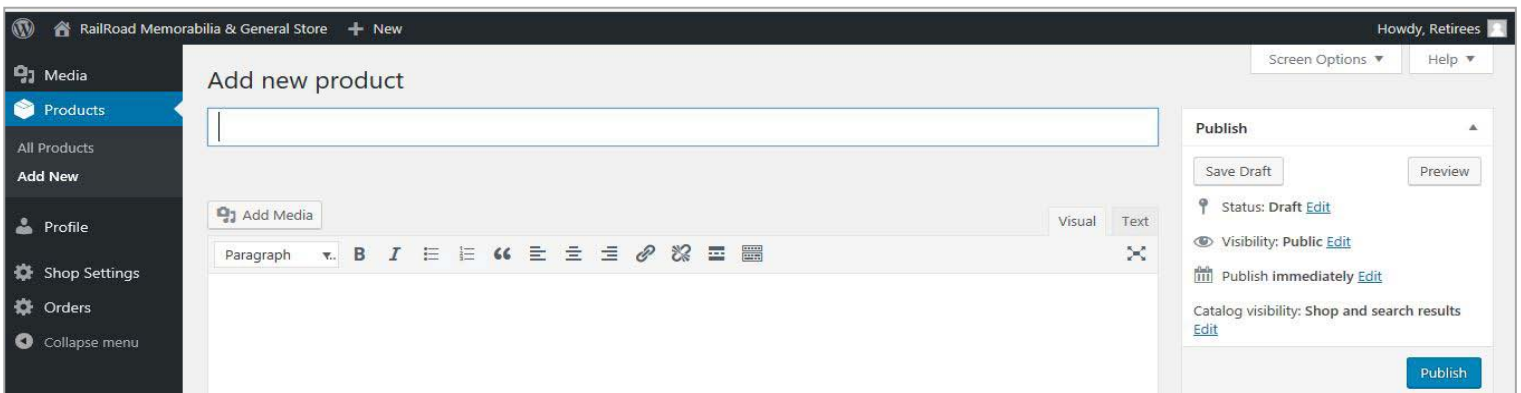
“Store Settings” will allow you to enter a paypal email address to automatically receive your commission and shipping charges (*yes, we will also send you the shipping charges since you are doing the fulfilment*). You may also customize the look of your shop from this page (not needed at this time).

“Add New Product” – will open a new page to add a new product – we will discuss this procedure below.

“Edit Products” – will open a new page to add a new product – we will discuss this procedure below.

\*\*\*\*\*

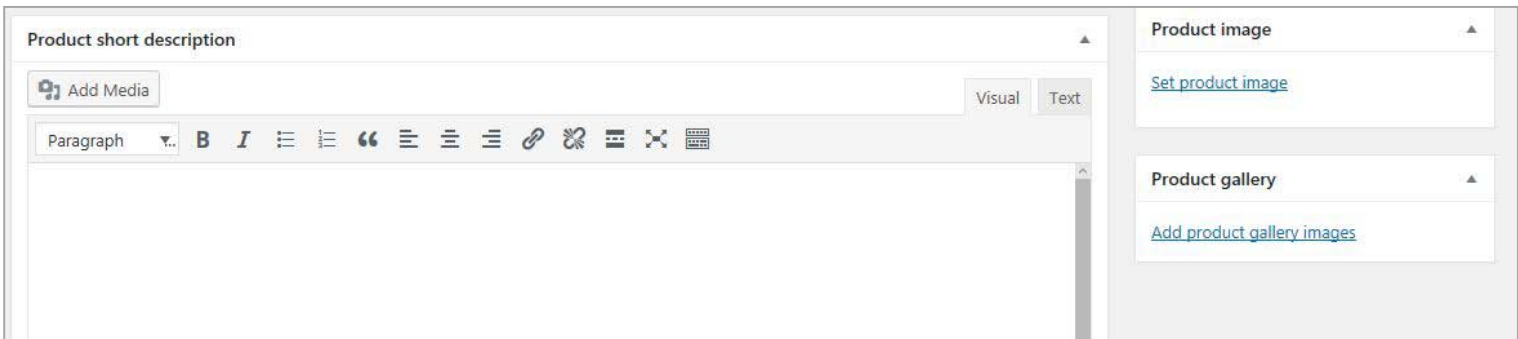
### Adding a New Product:



**Add the Product Name**

(note the blue Publish button on the right – we will use this later)

After adding the product name we will add the product short description



Scroll down to the bottom text area "Product short description" and add a short description.

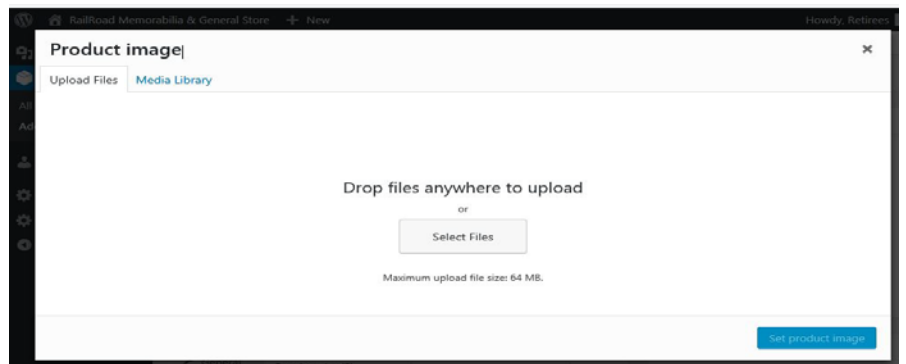
(Note: we will not use the first text area)

After adding a short description, we will set the product image – see link on the right above.

Select the link "Set product image"

drag in your image or use the "Select Files"

Once the picture is shown, select the blue button "Set product image" (bottom right of the page), to set the product image.



**ADD Product Gallery Images:**

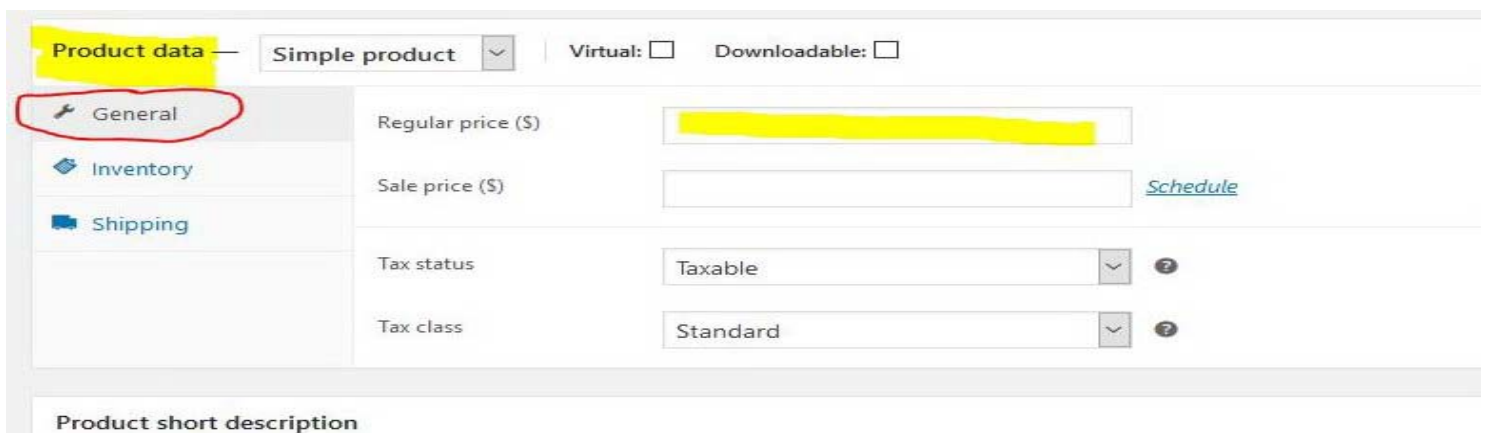
Next, if you have additional pictures of your product - **ADD Product Gallery Images** - Below the link to "set product image" is the link for "Add Product gallery images", follow the same procedure as "set product image" but you may add multiple images for the product gallery.

*NOTE: only add pictures for that specific product when adding or editing a product so later when you have a lot of media pictures you may search from the dropdown in the media library - instead of "all media items" in the dropdown, select "uploaded to this product".*

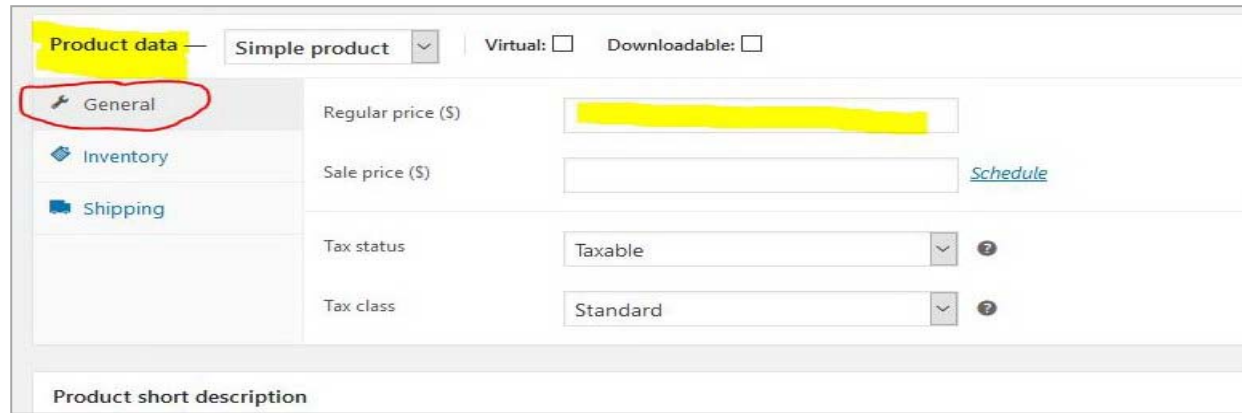
\*\*\*\*\*

**Now we will add the product data:**

The "Product Data" is located above the "Product short description".

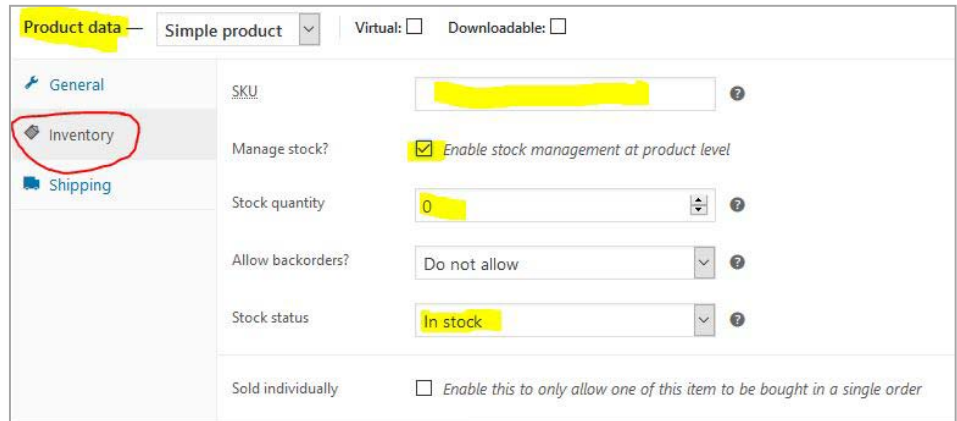


**Product Data – General tab:** only add the price of the item



**Product Data – Inventory tab:**

**SKU:** The SKU is a unique tracking number for your product (example: 05\_001, then next product would be 05\_002). You will be given the prefix to use on your SKUs (for example: “05\_”)

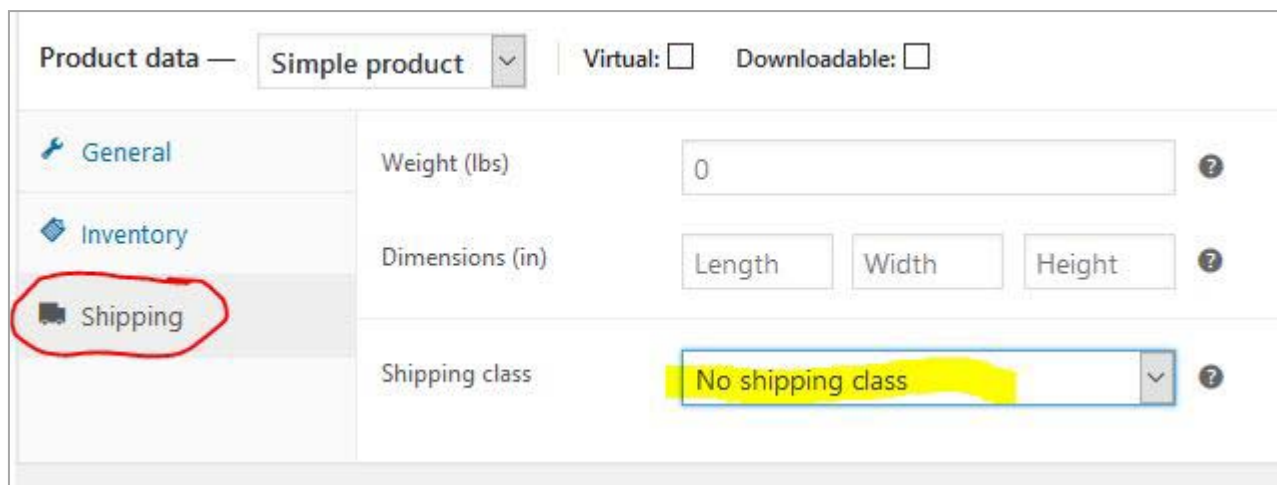


**Manage Stock:** check the box to “Manage stock” (you will then be able to select stock quantity and stock status)

**Stock Quantity:** Set how many you have to sell (when out of stock, the item will not display).

**Stock Status:** show “in stock” to display product. (“out of stock” – the item will not be displayed)

**Product Data – Shipping tab:** only set the shipping class.



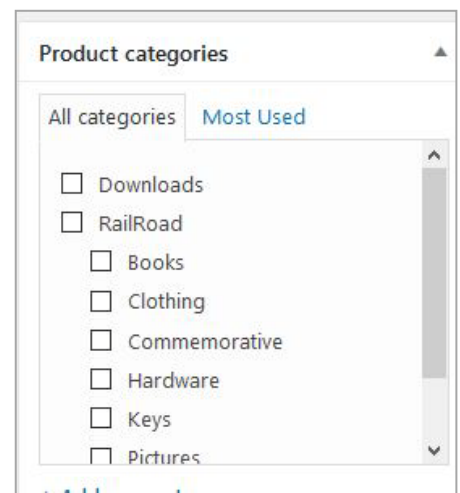
**Shipping classes are set by the**

**storekeeper. Presently we have 3 shipping classes: No shipping class, small items or bulky goods.**

There is a flat rate of \$4. “No shipping class” the shipping cost will be +\$2 added to flat rate. “Small items” shipping cost is \$.20 added to flat rate. “bulky goods” shipping is \$8 added to flat rate. These shipping prices may change in the future depending on the need. You will receive the shipping cost but high shipping costs may drive away a buyer, so select the appropriate shipping class.

We are almost done,

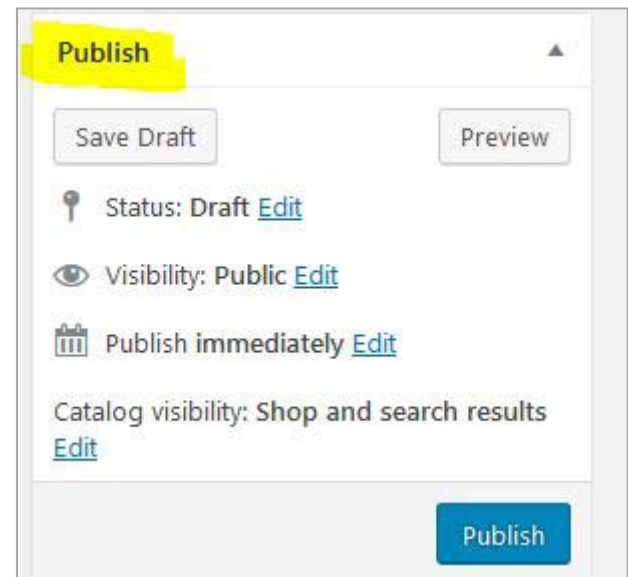
Set **Product Categories** – on the right side of the page you may select Product categories that apply to your product.



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Well you have done a good job, now we are ready to publish our product page

**Publishing your product:** at the top right of the page is the area to publish your product. When you are ready, to publish – select “Save Draft” and then “Preview” to preview your page. Once everything looks good – hit the blue “Publish” button.



**Editing your product:** displays a listing of your products and select “edit” for the specific product.

Remember: after every edit hit the save button or publish the page to save your edits.

Any questions – contact Jerry Clark at [retirees@mnrr.org](mailto:retirees@mnrr.org) or call me at home: 845-564-6278.

If you would like me to walk you through the process please call or we could set up your store or even do your fulfillment, let’s talk.

There is a Vendors Additional Info page – <http://shop.grclark.net/vendor-additional-info/>

Thank you,

Jerry Clark

[Jerry@grclark.com](mailto:Jerry@grclark.com)

[shopkeeper@shop.grclark.net](mailto:shopkeeper@shop.grclark.net)